

## Quick Links

- SSIS in [CountyLink](#)
- SSIS in [DHS-SIR](#)
- [TrainLink](#) Registration
- Help Desk 651.431.4801  
[dhs.ssishelp@state.mn.us](mailto:dhs.ssishelp@state.mn.us)

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# SSISUpdate

Social Service Information System News from **MN.IT @ DHS** | SSIS | **ISSUE 393** | April 4, 2014

## BREAKING NEWS:

### ICD-10 Implementation Postponed

The implementation of ICD-10 diagnosis codes has been postponed. The U.S. House and Senate passed HR 4302 on March 31, 2014 and President Obama signed it into law on April 1st.

**This law delays implementation of ICD-10  
until at least October 1, 2015.**

The Centers for Medicare & Medicaid Services (CMS) will provide more direction in the future, including a new implementation date. Continue to refer to the [ICD-10 web page](#) for new information.

It is not necessary to remove the ICD-10 diagnosis codes that you have already entered in SSIS. If you have entered end dates for ICD-9 diagnosis codes only because you were replacing them with ICD-10 codes, remove the end dates on the ICD-9 diagnosis codes.

## POLICY UPDATE

### When to Create a New RCA Payment Worksheet

A new RCA Payment worksheet is only required when the annual affidavit is due **and** at a significant birthday (the month that the child turns 6, 12 and 15). ***A new worksheet is not required when the Federal Poverty Guideline changes.*** The new Federal Poverty Guideline will be included when the annual affidavit is due.

NEXT REPOSITORY UPLOAD

**April 30, 2014**

## Preparation for the New RCA Report in v14.2

### Find Out What Areas You Can Review Now in SSIS to Prepare

The current reimbursement process for RCA payments is based on expenditures reported on SEAGR under BRASS code 182. Beginning with the Quarter 2, 2014 reporting period (April 1 – June 30, 2014), the reimbursement is based on the submission of a new RCA Report.

- Each county that makes RCA payments will be required to generate the RCA Report and submit it to DHS on a quarterly basis, due 20 days after the end of the quarter.
- All RCA Payments must use BRASS code 182 and have a Finalized RCA Payment Worksheet entered in SSIS with a Worksheet Effective Date on or before the Payment Service Dates in order to create an RCA claim.

V14.2 Statewide Release training will include detailed instructions for completing the new report. V14.2 is scheduled to be released May 27, 2014.

### What to Review Now to Avoid Edits on the Report

Below are three areas in SSIS that you can review now to prepare for the release of the RCA Report.

#### 1| Review RCA Payments

- The Service on the Payment must be 182 – Relative Custody Assistance
- A Client must be selected on the Payment
- Service dates must be in the same calendar month
- Unit Type must be Month or Day
  - If the Unit type is MONTH:* Service Start Date must be the first day of the month  
Service End Date must be the last day of the month  
Units must be “1”.
  - If the Unit Type is DAY:* Service dates must be for a partial month  
Units must match the number of days of service.
- Only payments with no Special Cost Code or Special Cost Code 18 – RCA Adjustment are valid for claiming
- A Payment for an RCA Adjustment (Special Cost code 18) must have a corresponding Maintenance Payment (Special Cost Code is blank). The service dates must match.

Reviewing worksheets and payments now will eliminate errors on the RCA Report, due July 18, 2014.

#### 2| Review RCA Payment Worksheets in SSIS:

- Is the worksheet Finalized?
- Is there more than one worksheet for the same Effective Date and revision?
- Determine if RCA Payment Worksheets have been entered for all clients receiving RCA.
  - Run Payment Search for Service 182 – Relative Custody Assistance for payments with a Warrant / eff. date from 01/01/2014 to 03/31/2014.
  - Group the payments by Client
  - Expand the grid
  - Send the grid to the worker(s) who are entering the RCA Payment Worksheets in SSIS. They can use the list to verify a worksheet is entered for each client receiving an RCA payment and the Worksheet Effective Date is valid for the Payment Service Dates.

Only payments made on or after April 1, 2014 through June 30, 2014 are included in the Q2 RCA report. Running the payment search for earlier months helps counties to determine that worksheets are entered for clients likely to be in the Q2 RCA Report.

#### 3| Compare your Payments to the RCA Payment Worksheet in SSIS:

- Is there a finalized worksheet in effect for each payment?
- Does the Payment Amount match the Monthly RCA Amount on the worksheet?
- If a partial month payment, does the Daily RCA Payment Rate on the worksheet multiplied by the number of Units match the Payment Amount?

Enter your RCA Payment Worksheets now if you have not already done so.

## SSIS BASICS Training in May!

### SSIS Worker Training Coming to Bemidji May 6-7-8

This training provides technical training on navigation and data entry into SSIS Worker. Training is open to all SSIS users but is not required. SSIS Basics is instructed from a child welfare perspective; however the system navigation and data entry instruction provided is applicable to all program areas. You may take one, two or all three of the trainings!

**Trainees must register at least one week prior to the date of training in [TrainLink](#).**

SSIS Basics consists of three independent trainings:

› **Intake Basics**

Including entering an Intake, entering a Child maltreatment report, adding Participants, closing an Intake, and entry of demographics.

› **Case and Workgroup Basics**

Including review of Case Details folder, Participants folder, User Activity Log, Data Clean-up, Service Plans, and Chronology; and attaching files.

› **Child Services Basics**

Including the Permanency folder, SDM Tools, and the OHPP plan.

Attendance at SSIS Basics may occur in addition to, but not instead of, attendance at Child Welfare Foundation Training (CWFT) for CP Social Workers. New Child Protection Caseworkers are required to complete [Child Welfare Foundation Training \(CWFT\)](#) through [TrainLink](#). Contact Andrea Bartels with CWFT registration questions. If you work with [SSIS Fiscal](#), you should attend [Fiscal New Worker Training](#).

## SSIS Basics May 2014 Training Schedule

CLASS TITLE	DATE AND TIME	LOCATION
SSIS Basics Day 1	Tuesday, May 6th   8:30-4:30	Bemidji Training Lab #213 701 Minnesota Avenue NW Bemidji, MN 56601
SSIS Basics Day 2	Wednesday, May 7th   8:30-4:30	
SSIS Basics Day 3	Thursday, May 8th   8:30-4:30	

## Volunteer to be a V14.2 Pilot Agency!

SSIS is actively seeking county and tribal agencies to spend one month piloting the Version 14.2 release. **Pilot begins the last week of April 2014 and continues until the last week of May.** Pilot agencies receive new and updated application functionality; they provide SSIS with active and timely feedback as to what works, what can be improved, and what needs to be fixed prior to statewide release. Pilot agencies receive weekly teleconference calls with SSIS staff (including testers, Help Desk staff, trainers, business analysts and software developers), early SSIS pilot training, and priority assistance with all Help Desk-related issues during the pilot. SSIS staff also plan to visit each pilot agency at least one time during the pilot.

### Items included in the 14.2 release:

- › RCA REPORT
- › MA ELIGIBILITY ADDITIONS: SERVICE AGREEMENTS FOR PCA, MEDICARE PART D ELIGIBILITY, PPHP DATE ADDED
- › PAYMENT BY REPORTS – NEW REPORTS ADDED TO THE PAYMENT SEARCH, SAVED GRID REPORTS
- › NEW SECURITY FUNCTIONS FOR ATTACHED FILES
- › NEW SECURITY FOR THE AP REPORTS TAB ON STATE DETAIL
- › FISCAL AND WORKER BUG FIXES

**If your agency is willing to volunteer** or would like additional information, please contact Gina Meyer at 651-431-4790 or [gina.s.meyer@state.mn.us](mailto:gina.s.meyer@state.mn.us).

# CountyLink Updates

## Data Definitions

DHS Systems and IT Updates > SSIS Resources > Support > [Data Definitions](#)

[Version 14.1: Data Model – 48 pages](#)

(Effective 1/21/14)

[Version 14.1: Data Model – 12 pages](#)

(Effective 1/21/14)

[Version 13.4: Data Model – 48 pages](#)

(Effective 10/15/13)

[Version 13.4: Data Model – 12 pages](#)

(Effective 10/15/13)

[Version 13.3: Data Model – 48 pages](#)

(Effective 6/12/13)

[Version 13.3: Data Model – 12 pages](#)

(Effective 6/12/13)

[Version 13.2: Data Model – 48 pages](#)

(Effective 4/5/13)

[Version 13.2: Data Model – 12 pages](#)

(Effective 4/5/13)

## Fiscal New Worker Training

DHS Systems and IT Updates > SSIS Resources > Training: Worker & Fiscal > [F-New Worker Training](#)

[Healthcare Claim Proofing](#)

[Healthcare Claim Reporting](#)

[Healthcare Eligibility Reporting](#)

## Fiscal Mentor Program

DHS Systems and IT Updates > SSIS Resources > [Fiscal Mentor Program](#)

[Primary Fiscal Mentors](#)

(Updated 3/31/2014)

[Alternate Fiscal Mentors](#)

(Updated 3/31/2014)

[Fiscal Coordinators](#)

(Updated 3/31/2014)

## Fiscal Release Training

DHS Systems and IT Updates > SSIS Resources > Training: Worker & Fiscal > [Fiscal Release Training](#)

[V13.4 Waiver Provider Standards Changes](#)

## Implementation Memos

DHS Systems and IT Updates > SSIS Resources > Publications > [Implementation Memos](#)

[Fiscal New Worker Training, 2Q 2014](#)

## MnCHOICES

DHS Systems and IT Updates > SSIS Resources > [MnCHOICES](#)

[MnCHOICES v14.1 Release Notes](#)

(3/28/2014)

[MnCHOICES v14.1 Release Notes](#)

[Companion](#) (3/28/2014)

[MnCHOICES Tips for Selecting](#)

[Mentors](#)

## Worker Advisory Group

DHS Systems and IT Updates > SSIS Resources > [Worker](#)

[WAG Membership Roster](#)

April 9, 2014 [Agenda](#)

January 22, 2014 [Agenda](#)

October 29, 2013 [Agenda](#)

## Worker Mentor Program

DHS Systems and IT Updates > SSIS Resources > [Worker Mentor Program](#)

[Regional Contacts for MPAC Members](#)

(Updated 3/27/14)

[Primary Mentors by Name](#)

(Updated 3/27/14)

[Primary Mentors by Agency](#)

(Updated 3/27/14)

[Alternate Mentors by Name](#)

(Updated 3/27/14)

[Alternate Mentors by Agency](#)

(Updated 3/27/14)

## Register for Worker Mentor Meeting!

The May 13th Worker Mentor Meeting is now available  
for registration on [TrainLink](#).